Crystal Reports 2016

Course Description:

Crystal Reports course helps to import and analyze data from a variety of places, including Excel, Access, groupware applications like Lotus Notes, HTML and XML files, SAP, and more. This course shows the essentials that needs to get started, and provides tips to get more reporting power from the program.

Crystal Reports course helps to create reports using the Design Wizard, link to multiple data sources, work with sections, sort and group data, use report templates, format reports and individual fields, summarize data, visualize data using charts, focus analysis by selecting which data a report summarizes, display data in sub-reports and cross-tab reports, and export data.

Target Group:

◆ The training course is designed for people who need output from a database, where there is a limited reporting tools or they may not have access to those tools.

◆ managers without experience in programming and/or SQL.

Prerequisites:

◆ Basics knowledge of database concepts
◆ Basics knowledge of computer skills

Course Contents:

1. Getting to Know Crystal Reports 2013
2. Creating a Report
3. Managing Report Sections
4. Sorting and Grouping Data
5. Formatting Reports and Report Elements
6. Adding Charts to a Report
7. Selecting Records in a Report
8. Managing Reports Using Parameter Fields
9. Summarizing Data Using Formulas
10. Adding Sub-reports
11. Summarizing Data Using Cross-Tabs
12. Exporting Report Data

40 Hours